

# DALY CITY PUBLIC LIBRARY POLICY: Collection Development

## **1. Collection Responsibility**

The City of Daly City and the Daly City Library Board of Trustees delegate the ultimate responsibility for materials selection to the Library Director who operates within the framework of policies endorsed by the Library Board of Trustees. The responsibility for selection of library materials lies with the staff of the Library.

## **2. Freedom to Read and the Library Bill of Rights Statements**

The Daly City Library Board of Trustees endorses the American Library Association's "Freedom to Read" and "Library Bill of Rights" statements. These statements assert that "publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library provides free and equal access to information for all people of the community it serves."

The Library does not endorse the beliefs or viewpoints of those whose works are represented in its collections, but recognizes that important works representing a wide range of opinions should be included in the collections. In no case is any material excluded because of the race, nationality, social, political or religious views of the author or others associated with the item.

## **3. Collection Scope**

The Library provides dynamic collections of materials about a variety of subjects for users of all ages and levels of experience. Materials are provided in a variety of formats, including but not limited to books, magazines, newspapers, microfilm, CDs, DVDs, audio books, electronic books, and other digital resources. The Library purchases materials in a variety of languages, with current collections in English, Spanish, Tagalog, and Chinese, as well as materials that represent a diversity of cultures.

### **Selection Criteria**

Staff utilizes accepted reviewing sources and basic lists of standard works as an aid in selection. Staff welcomes recommendations from the public. When selecting, staff considers community interest and popularity as well as individual requests.

The following factors may also be taken into account when considering whether any title should be added to the collection:

- The creator's reputation and other works.
- Accuracy and reliability of the content.

- Originality.
- Special features and/or multiple editions.
- Appropriateness of the format and presentation for intended audience.
- The duplication of content already in the collection or readily accessible online.
- Diversity of viewpoints, genres, styles and approaches.

Available shelving space also limits the size of the physical collection as a whole.

## **Formats and Collections**

### **Printed Books:**

This collection includes picture books for young children, easy-to-read books for beginning readers, and fiction and non-fiction works for older children, young adults and adults. Selectors acquire best sellers, classics, and titles of current interest.

### **Large Print:**

In order to serve patrons with visual impairments, the Library purchases materials with large type. These materials are included in the adult collection and include both fiction and non-fiction titles.

### **Graphic Novels:**

Book-length collections of non-fiction and fiction told through sequential art are included in the children's, young adult, and adult collections.

### **Reference:**

Reference sources for children and adults are selected to provide general information and answers to patron requests. Material is selected on the basis of accuracy, clarity, organization, and ease of use by staff and patrons. In the areas where currency is an important consideration, such as medicine, new material is selected to replace outdated information or standing orders are maintained. Print reference materials are used in the Library only.

### **Non-English Collections:**

To serve the needs of native speakers and language learners, collections of work in Spanish, Tagalog, and Chinese are maintained for adults, young adults, and children and include books, magazines, newspapers, and/or audiovisual materials.

### **Newspapers:**

Newspapers are available for use in the Library only. Titles are selected based on local coverage, popularity, availability, and reputation.

### **Magazines:**

Magazines are selected for children, young adults, and adults and include materials in English, Spanish, and Chinese. Titles are selected based on popularity, general interest, and local interest.

**Audio Books:**

This collection consists primarily of fiction and non-fiction books, but may include other spoken word recordings. Primarily unabridged titles are selected for children's, young adult, and adult collections. Titles are purchased in CD or newer formats.

**Music:**

The music collection is for all age groups and attempts to represent the most significant and broadly-known musical literature including, but not limited to, each of the following genres: classical, jazz/blues, rock/pop, rap/hip hop, country, soundtrack/film, musicals, children's, folk and world music. Selection is based on artistic and technical merits, inclusion in standard discographies, favorable reviews, popularity, and recommendations by community experts. Titles are purchased in compact disc format.

**Videos:**

The adult collection consists of educational and instructional titles, musicals, opera, theatre, as well as feature films and television programs. Emphasis is on classic and contemporary films of enduring value but is not limited to such.

The young adult collection consists of educational and popular culture titles, such as screen adaptations of comic books and anime.

The children's collection consists of educational titles and popular entertainment features such as Pokémon, Disney, etc.

Selection is based on artistic and technical quality, high production values, popularity, and favorable reviews in professional journals and general publications when available. Non-English language films with subtitles are preferred to dubbed versions. Titles are purchased in DVD or Blu-ray format.

## Special Collections

**Filipiniana:**

The Filipiniana collection at the Serramonte Main Library is a special collection devoted to the Filipino culture and experience. Materials are selected in English and Tagalog, and include both fiction and non-fiction. Small collections may be found at each library.

**Microfilm:**

A limited selection of periodicals is available on microfilm reels. These items, primarily local interest and local history titles, may be accessed at the Serramonte Main Library. New items are no longer purchased.

**Local and California History:**

A separate, non-circulating collection of local Daly City and California historical materials is available for individuals conducting research on local topics at the Serramonte Main Library. Some titles are duplicated in the circulating collection.

## Online Resources

### **Electronic Books:**

To increase access when the Library is closed and to provide titles in a wider range of formats, electronic books and digital audio books are included in the collection. Most titles are purchased as part of the Peninsula Library System's shared eBook collaborative collection, which may be supplemented with copies prioritizing Daly City cardholders. This collection includes fiction, non-fiction, and instructional titles for a range of interests and in a variety of languages

### **Other Digital Collections:**

The Library provides a range of digital resources including, but not limited to, magazine and newspaper subscriptions through online databases, Reference sources, multimedia and interactive collections, and links to relevant web sites. These resources are provided based on similar criteria to their print counterparts, but also taking into account vendor terms, accessibility in and outside of the Library, and other factors.

## 4. Collection Limitations

The Library selects and adds materials to its collections within the limitations of budget, space, and availability of materials. The main reference and circulating collections are held at the Serramonte Main Library, the largest library in the Daly City Public Library system. Branch libraries maintain collections of basic reference works and circulating collections of standard and currently popular materials appropriate to the needs and interests of the communities served.

### **Series:**

The Library makes every effort to provide access to popular materials, but does not always include or retain every title in a given series. Instead, the Library may rely on other members of the Peninsula Library System to provide access to titles not owned by Daly City.

### **Multiple Copies:**

As with popular series, the Library cannot guarantee funds to purchase multiple copies of all popular titles. Multiple copies are selected based on anticipated need and demand, and are subject to the limitations of the collection budget.

### **Types of Materials Not Routinely Purchased:**

Out-of-Print

Older Formats (Audio Cassettes, VHS Tapes, LPs, etc.)

Delicate

Materials that invite the reader to write in them

Textbooks

#### **Adding and Removing Formats:**

Changes to dominant technology and community habits necessitate that the collection be refreshed with new formats on an ongoing basis. Selectors meet regularly to discuss issues related to the collection. As a body, selectors will submit a recommendation to the Library Director for approval when adding or removing a format from the collection.

## **5. Collection Maintenance**

The Library keeps its collections vital and useful by retaining or replacing essential materials and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in wide demand. The Library will discard worn, damaged and outdated materials and may sell other used materials to the public.

## **6. Collection Content and Access**

The Library assures all users free access to its holdings. The Library does not censor access to materials or protect patrons from information. Materials will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain political, religious or moral views that are controversial, such as language or frank representation. Care is taken to provide the fullest practicable provision of timely, accurate and reliable materials presenting a variety of points of view concerning problems and issues of our times.

All materials accessible through the Library are provided equally to all Library users. Restriction of a minor's access to any materials is the responsibility of the child's parent or legal guardian.

## **7. Gifts to the Collection**

The Library gratefully accepts gifts of books or other materials for the collections, but reserves the right to evaluate, dispose of or sell items which do not meet the established collection scope, format or limitations criteria.

## **8. Challenged Materials**

By endorsing the Library Bill of Rights, the Library Board of Trustees affirms, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and "materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Any attempt, be it legal or extra-legal, to regulate or suppress materials in the Library will be closely scrutinized to the end that protected expression is not abridged.

Materials that are questioned by community members will be judged in their entirety and not by passages taken out of context. Censorship of materials urged or practiced by others may be challenged by the Library authorities in the maintenance of their responsibility to provide public information and enlightenment to the larger community. In the event that an item in the collection is challenged the following steps will be taken:

- a. Complainant must reside within the Daly City Public Library's service area and be a current cardholder.
- b. The complainant must complete and submit a written "Request for Reconsideration of Library Materials" (Appendix A) form. Criticism must indicate the author, title, and publisher of the work, specific objections about the work (including page numbers if applicable), and the reason for objections.
- c. The review of questioned materials will be treated objectively and without bias.
- d. The materials subject to complaint will not be removed from use while final action is pending.
- e. The Library Director will consider the objections and direct appropriate library staff to provide a written recommendation for review.
- f. The Library Director will provide a written response to the complainant about the disposition of the questioned material.
- g. If the complainant is not satisfied with the review by the Library Director, the complainant will be referred to the Library Board of Trustees for its review.
- h. The Library Board will create a Review Subcommittee made up of 2 trustees. The subcommittee will decide if the questioned material is to be (a) retained or (b) not retained.

The decision of the Review Subcommittee will be final and will be reported to the complainant, to the Library Board of Trustees and to the Library Director.

Endorsed by the Daly City Public Library Board of Trustees: 11/17/98; Revised: 10/19/10; 8/20/13, 7/15/25

## Appendix A

### Request for Reconsideration of Library Materials

Date: \_\_\_\_\_

Branch:  Serramonte

Westlake  John Daly

Bayshore

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Are you acting as the official spokesperson for an organization?

No  Yes Name of organization: \_\_\_\_\_

Material on which you are commenting:

Book  Magazine/Newspaper  Video  Audio  Other

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_

1. What brought this title to your attention? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Did you read/listen to/watch the entire item?  Yes  No, only these parts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you believe the library should do about this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What resource(s) do you suggest to provide additional information on this topic? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please comment on the material as a whole as well as being specific about those matters that concern you. (You may use the reverse side if you need more space.)

\_\_\_\_\_

\_\_\_\_\_

Thank you for your interest and for completing this form. You will receive a reply.